

April 30, 1998

E.R. Fowler/Adv.
Electrical Engineering
Durland Hall
Campus

Dear E.R.:

On May 18, 1998 the K-State Student Union will be starting the long awaited multi-million dollar renovation project.

All reservation after August 15, 1998 are tentative. However, stage one of the project will involve stairway and entrance way upgrades to meet life safety codes. This means, most if not all, reservations through December 1, 1998, could potentially be approved. The major portion of the renovation begins in earnest around December 1, 1998. The goal for total completion is May 1, 2000.

Presently, you hold a tentative reservation (all reservations between August 15, 1998 - May 1, 2000). There is the possibility that your event may not be affected by the renovation. However, if your event needs to be relocated to other facilities, we will take an active role in making this change as smooth as possible. Please consider a back up location as an alternative to the Union should construction void the reservation you have with the Union.

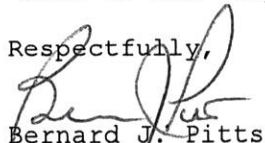
Each week a project review meeting will be scheduled with the architects, general contractors, campus project manager along with members of the KSSU staff. We expect that these meetings will result in our ability to determine your tentative event status, and we will communicate to you as soon as this status is determined.

Our reservation staff stands ready to assist you with any alteration needed to make your event a success during our renovation. This could include working with other facilities on campus, commercial entities off campus, and/or utilizing parts of the Union not under construction.

Unfortunately, there is no perfect time for remodeling and we suspect there will undoubtedly be some inconveniences. However, we believe you will be pleased with the state-of-the-art facility that will emerge from this project. A facility ready to offer our campus and community future quality services and programs well into the 21st century.

Thank you for your patronage and continued support of the K-State Student Union. If you have any questions, please feel free to call our office at (913) 532-6591. Your patience during this renovation will be appreciated as we position ourselves to better serve as "Host to the Campus" for many years to come.

Respectfully,


Bernard J. Pitts
Director

cc: Associate Vice President Pat Bosco
Assistant Vice President John Fairman

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K-State Student Union
100 K-State Student Union
Manhattan, KS 66506-2800

Director's Office
220 K-State Student Union
785-532-6591
Fax: 785-532-6565

Business Office
305 K-State Student Union
785-532-6575
Fax: 785-532-6565

Personnel Office
222 K-State Student Union
785-532-6577
Fax: 785-532-6565

Program Council
301 K-State Student Union
785-532-6571

Bookstore
820 K-State Student Union
785-532-6583
Fax: 785-532-2388

Copy Center
108 K-State Student Union
785-532-6596
Fax: 785-532-7303

Food Services
121 K-State Student Union
785-532-6580

Information Center
107 K-State Student Union
785-532-6592

Recreation Area
908 K-State Student Union
785-532-6562

Reservations Office
220 K-State Student Union
785-532-6591
Fax: 785-532-6565

Union Station
802 K-State Student Union
785-532-6736

Vending Services
824 K-State Student Union
785-532-6588

Campus Card Center
111 K-State Student Union
785-532-6399

EVENT DATE: SATURDAY OCT 10 98
RESERVATION # 1098-0313

MORE INFORMATION NEEDED FOR:

STATUS: TENTATIVE

TITLE

IF THE ABOVE INFORMATION IS NOT PROVIDED BY DEC 31 98,
THIS RESERVATION MAY BE CANCELLED WITHOUT NOTICE

* K-STATE STUDENT UNION *
* KANSAS STATE UNIVERSITY *
* MANHATTAN, KANSAS 66506-2800 *
RESRVTNS:(785) 532-6591 Fax: 532-6565
FOODSVCE:(785) 532-6580 Fax: 532-7662

LOCATION : FORUM HALL
Bldg/area : K-STATE UNION

EVENT : MEETING
TITLE : ?TAU BETA PI INITIATION

EVENT TIME: 100P TO 500P

SPONSOR: TAU BETA PI
(# 297 - UAB STUDENT)

RSVTN TIME: 1230P TO 530P

RESPONSIBLE: CHRIS WEBSTER

REQUESTOR : CHRIS WEBSTER

PHONE # : 2-3045

ATTENDANCE: 500
SETUP : STANDARD

ADMISSION : NONE

" READY BY: 100P

FOOD : NONE

AV.TECH : not required

ALCOHOL : NONE

Additional Equipment:

(ESTIMATED) CHARGES: NONE

A: 2 6-FT TABLES

B: 12 CHAIRS

C: 1 MICROPHONE

PO/ACCNT# : 60214

BILL-ADDRESS : E.R.FOWLER/ADV.

ELEC.ENGR.

DURLAND HALL CAMPUS

REMARKS:

WILL LET US KNOW LATER ANY FURTHER INSTRUCTIONS. PLACE THE 2 6'
TABLES ON THE STAGE W/12 CHRS.

Cancellation fee will not be charged if the Director's Office is notified by
5 p.m. the last normal work day prior to the event. This reservation is
subject to the policies of the K-State Student Union and KSU.

ENTIRE UNION BUILDING IS SMOKE- AND TOBACCO-FREE.

REQUESTED BY : CHRIS WEBSTER

ON APR 10

ADDRESS: E.R.FOWLER/ADV., ELEC.ENGR., DURLAND HALL

CAMPUS

PHONE: 2-3045

Reservation taken by: dlm

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*** CANCELLATION NOTICE ***

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CANCELLATION(S) OF:

DATE: OCT 17 98 ID#: 1098-0184

LOCATION : FORUM HALL

RSVTN TIME: 1200N TO 400P

ORIGINAL RSVTN TAKEN BY: kl

EVENT : MEETING

TITLE : ?TAU BETA PI NATIONAL CONVENTIO

SPONSOR: TAU BETA PI

CANCELLATIONS REQUESTED BY: HEATHER RICHTANUS

CANCELLATION(S) ENTERED BY: AR ON MAR 2 98

E.R. Fowler
Elec. Engr.
Durland Hall
Campus